

VACANCY NOTICE

File #11076

CS-376
REV(12/13)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>ASSISTANT ADMINISTRATIVE OFFICER</u> CLASSIFICATION CODE: <u>02591600</u> SALARY RANGE: <u>(0021A)\$39574-\$44504</u> REFERENCE POSITION NO.: <u>5332-10000-1931</u> Department or Agency Name: <u>TRANSPORTATION</u> APPLICATION PERIOD: <u>2/4/14-2/10/14</u> Division/Section/Unit: <u>Infrastructure Development / Design Engineering</u> Assignment(s) / Comments: _____ Shift and Days: <u>M-F NS/NE Workweek</u> Job Location: <u>Two Capitol Hill/Providence</u> Restrictions/Limitations: _____ Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No _____ Name of Bargaining Unit Union: <u>LOCAL 400 IFPTE (EE-3115)</u> There ___ is ___ X ___ is not a Civil Service List for this position. <u>See A/B or Both for Specific Instructions</u> There ___ is ___ X ___ is not a Recall List/Preferred Reemployment List/Contractual Rehire List for this position. NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.	
	INSTRUCTIONS: A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number. Most Important - Please include the following information: <ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service Name of department where you are currently employed Your business telephone number Present Union Affiliations *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract. B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT: If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application. C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS: Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). D. CRIMINAL CONVICTIONS: Note: All interviewees will be required to complete a Criminal Record Supplemental Questionnaire (CS-14B) at the first interview or anytime thereafter. Conviction is not necessarily a bar to employment. Each case is considered on its individual merits. Per RIGL §28-5-6(4), "CONVICTION means, for purposes of this chapter only, any verdict or finding of guilt after a criminal trial or any plea of guilty or nolo contendere to a criminal charge".	
General Information to Candidate		
Statement of Duties	DUTIES / RESPONSIBILITIES: To assist the section head by relieving such superior of routine and reoccurring administrative duties and responsibilities that are directly related to the primary function of the agency and purpose of the work of said superior; to plan, organize and supervise the clerical and office activities; to gather information required for use as a basis for important administrative decisions; to make administrative studies, analyses and recommendations of proposed change in policies, programs, and procedures; to handle important and routine correspondence; to requisition office supplies and equipment; to do related work as required.	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: A complete specification describing duties of the position can be found at http://www.hr.ri.gov/classification/ Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in business or public administration; or Experience: Such as may have been gained through: employment involving supervision of the work of a large office staff engaged in performing varied routine and difficult clerical tasks and involving some experiences in making studies and analysis of office methods and procedures. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to: RIDOT/DEM Human Resources Service Center Telephone #: <u>222-2572</u> Two Capitol Hill, Room 214 Fax #: _____ Providence, RI 02903-1124 TTY/TDD #: <u>222-4971</u> (Telecommunication Device for the Deaf)	



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER